

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I -- Items 1 through 12 to be completed by department head or personnel office. Items 13 through 17 are for use by the personnel office.		
1. Agency Name Department of Social & Rehabilitation Services	9. Position Number K0154543/T0000007468	10. Budget Program Number
2. Employee Name	11. Present Class Title (if existing position) PRC Social Work Supervisor	
3. Division Children and Family Services/ Protection Report Center	12. Proposed Class Title	
4. Section Children and Family Services	13. Allocation	For Use BY Personnel Office ONLY
5. Unit Kansas Protection Reporting Center	14. Effective Date	
6. Location (Address where employee works) City: Wichita County: SG	15. By Approved	
7. (Indicate Appropriate Time) Full Time Perm. X Inter. Part Time Temp. %	16. Audit Date: By: Date: By:	
8. Regular hours of work. (indicate approx. time) 8:00 a.m. - 5:00 p.m. FLEX	17. Position Reviews Date: By: Date: By:	

Part II -- to be completed by department head, personnel office, or supervisor of the position.

18(a). Briefly describe why this position exists. (What is the purpose, goal, or mission of this position.)
The Department of Social and Rehabilitation Services is delegated by law the responsibility to receive and investigate reports of suspected child abuse/neglect, adult abuse/neglect/exploitation. This position is responsible for management of this central unit which receives and disseminates reports of abuse/neglect to the field for investigation.

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as it relates to the duties of this position and has signed a confidentiality agreement.

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments; perform other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.

This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the customer as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a Family Centered approach in exploring positive outcomes.

19(b) If this is a request to reallocate a position, briefly describe the organization, reassignment of work

19. Who is the supervisor of this position? (Who assigns work, gives direction, answers questions and is directly in charge.)

Name	Title	Position Number
Diane Carver	PSE II	K0046411

Who evaluates the work of an incumbent in this position?

Name Same	Title
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Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed from general direction requiring foresight, initiative, an exercise of independent judgment. Verbal and/or written assignments are general and outcome oriented, allowing for, and requiring the employee considerable latitude for independent judgment.

- b) Which statement best describes the results of error in action or decision of this employee?

<input type="checkbox"/>	Minimal property damage, minor injury, minor disruption of the flow of work.
<input type="checkbox"/>	Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
<input checked="" type="checkbox"/>	Major program failure, major property loss, or serious injury or incapacitation.
<input type="checkbox"/>	Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); *How is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?
 Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

Number	Percent	E or M	Description
1.	60%	E	<p>This position is responsible for assuring effective planning, implementation and coordination of the Protection Reporting Center in accordance with policies and directives of the Division of Children and Family Policy.</p> <p><u>Manages Unit:</u> Assures that Protection Reporting Center outcomes are met through monitoring and evaluation systems, statistical reports and management techniques, and that feedback from the community and agency are appropriately considered in order to assure that services remain effective and accountable to clients and the agency. Works flexibly to assure unit goals are met and essential services are provided.</p> <p>Confers with agency staff and private and public entities about issues related to abuse and neglect reporting and screening laws, policies, rules, regulations, and directives. Establishes goals and finalizes plans. Resolves special problems by using knowledge of program planning and implementation.</p> <p>Prepares and directs the preparation and maintenance of necessary records and reports.</p> <p>Analyzes information resources (especially FACTS) to gather data, study processes and identify problems for the purpose of formulating solutions to service delivery issues.</p> <p>Assesses equipment and software needs and pursues acquisition of such within existing resources.</p>
2.	30%	E	<p><u>Supervises Staff:</u> Supervises intake workers and Social Workers to assure outcomes are met and quality services are provided.</p> <p>Develops and establishes standards to evaluate the effectiveness of CPS staff. Designs initiatives to assist staff in developing and improving their job skills.</p> <p>These tasks are performed by using program and administrative knowledge, agency manuals and teaching skills in order to assure effective service delivery.</p>
3.	10%	E	<p><u>Represents Agency:</u> Promotes public awareness of the Protection Reporting Center=s role in abuse and neglect. Responds to the public=s requests concerning agency procedures and applicable laws. Cooperates with community agencies and the public in planning and providing effective services.</p> <p>Represents the agency as a liaison in order to interpret agency policies regarding receiving, screening and disseminating reports for investigation, to promote positive community relations, to receive feedback from the public, and to assist in the development of policies and procedures which enhance protective services.</p>

The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to perform duties properly could result in potential loss of and/or wasteful expenditures of funds, impede service delivery to clients which could result in harm to children and adults, and put the agency in jeopardy of legal action.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Lead worker assigns, trains, schedules, oversees, or reviews work of others.

Plans, staffs, evaluates, and directs the work of employees of a work unit.

Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are directly supervised by employee on this position.

Title

Position/KIPPS Number

Administrative Specialist
Administrative Specialist
Administrative Specialist
Administrative Specialist
Administrative Specialist
Administrative Specialist
Administrative Specialist
Administrative Specialist
Administrative Specialist
Social Work Specialist
Social Work Specialist
Social Work Specialist
Social Work Specialist
Social Work Specialist

24. For what purpose, with whom and how frequently are contacts made with the public, other employees, or officials?

Daily contacts made with staff in other SRS offices and Commissions, affiliate agencies, and the public, to manage central reporting functions.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress related to heaving volume of work, particularly during periods of peak demand and under staffing, working with hostile, abusive clients, agency and community expectations conflict, and legal liability.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Telephone - Daily
Personal Computer - Daily
Information Systems - Daily
Fax Machine - Daily

Part III -- To be completed by the department head or personnel office.

27. Minimum Qualification as Stated in Kansas Class Specifications

License to practice social work in the State of Kansas at the time of hire and one year of experience as a social worker and any additional education and experience criteria which meets the agency=s requirement for the position.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

Licensed Kansas Social Worker

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services

C. List preferred education or experience that may be used to screen applicants.

Experience in assessment of child abuse and neglect intakes, SRS central registry process and expungement process experience.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Able to communicate effectively orally and in writing.

Able to establish and maintain satisfactory working relationships with staff, community agencies and the public.

Able to identify and analyze problems and to select, implement and evaluate solutions.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others

Ability to provide leadership in the development and administration of central reporting unit, maintain effective relationships with staff, other Commissions and other agencies and to interpret programs to the public, participate in recruitment, selection and orientation of staff, write meaningful, concise and accurate reports and correspondence.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Approval

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date